Dear Travel Customers,

USF System Policy #10-507 requires that all participants for any international travel that involves students are registered with USF World and meet certain minimum safety requirements so that they can all receive comprehensive health and evacuation insurance while on the trip.

To support USF World’s management of faculty/staff and students traveling internationally, a change has been made in Archivum to capture data at the time of Travel Request submission. Submitters will be prompted with the following questions if they are submitting a Travel Request for a foreign location.

Which best describes the traveler’s role for this request?
If the selection is ‘Faculty/staff’, they will be prompted further with
Will any USF students, graduate or undergraduate, be traveling with you internationally?
If the selection is ‘yes’, the submitter is required to provide the details of all the students traveling with them.

See screen shot below

If you have any inquiries regarding these two questions, please email USF World at GlobalTravel@usf.edu or call Ben Chamberlain at 813-974-3724.